

**Date: June 22, 2010**

**Manual** - Adult Services Program Manual

**Transmittal #** - 229

The following acronyms are used in this transmittal:

ALF-Assisted Living Facility

APS-Adult Protective Services

AS-Adult Services

DMAS-Department of Medical Assistance Services

The purpose of this transmittal is to provide revised guidance for the AS/APS Program. Unless otherwise stated, the provisions included in this transmittal are effective July 1, 2010. The revisions include changes resulting from 2010 legislation.

This transmittal and manual are available on SPARK at  
<http://spark.dss.virginia.gov/divisions/dfs/as/manual.cgi>.

Significant changes to the manual chapters are as follows:

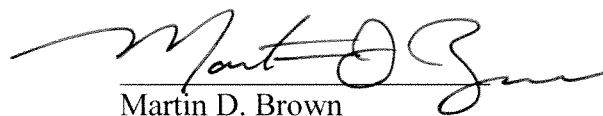
<b>Chapter A, "Introduction to Adult Services"</b>	
<b>Section, page number</b>	<b>Significant Changes</b>
Section 3.4, page 3	Refers to the date that the Caregivers Grant Program will end.
Section 13, page 7	Provides guidance on retention and disposition of AS and APS records.
Section 14.10, page 10	Refers to the date that the Caregivers Grant Program will end.
Appendix A, page 12	Clarifies how to access Medicaid manuals.
Appendix B, page 14	Updated AS staff contact information.
Appendix C, page 15	Updated AS staff contact information.
<b>Chapter B, "Adult Protective Services"</b>	
<b>Section, page number</b>	<b>Significant Changes</b>
Entire chapter	Removes examples of forms and provides links to forms in chapter content.
Section 4.38, page 8	Provides new definition of "Person interested in the welfare of a principal" as a result of enactment of House Bill 719.
Section 4.40, page 10	Provides new definition of "Principal" as a result of enactment of House Bill 719.
Section 5.3.2, page 14	Provides description of the revised Acknowledgement of Mandated Reporter Status form and provides link to form.
Section 5.3.3, page 14	Adds information on how to access the

	online course for mandated reporters of adult abuse, neglect and exploitation.
Section 5.3.7, page 16	Provides additional information on completing the Request to Impose Civil Penalty form.
Section 5.3.13, page 19	Clarifies guidance on using the Eligibility Worker Referral form.
Section 5. 3.17, page 21	Clarifies information regarding the resignation of a power of attorney as a result of enactment of House Bill 719.
Section 8.1, # 13, page 30	Clarifies procedures if an APS report is received and the report alleges an incident that occurred in another state. Provides link to website which lists APS programs in other states.
Section 13.9.2, page 37	Clarifies that the APS worker should always attempt to interview the alleged perpetrator.
Section 13.12, page 39	Removes references to § 11-9.1 of the Code of Virginia as this section of the Code was repealed. Provides guidance on accessing information and records of attorneys-in-fact or other agents as a result of enactment of House Bill 719.
Section 21.8, page 62	Clarifies procedures in absence of an advanced directive as a result of the enactment of Senate Bill 275.
Section 21.9, page 64	As a result of the enactment of Senate Bill 275, clarifies that a public guardian may authorize admission of an incapacitated person to a mental health facility.
Section 38.3, page 90	Clarifies circumstances in which confidential records may be disclosed.
Appendix A, page 92	Provides a list of forms used during the provision of adult protective services. Provides links to forms.
Appendix F, Section 14.12, page 114	Provides guidance on record retention.
Appendix F, Section 17, page 116	References The Uniform Power of Attorney Act (§ 26-71.01 et seq. of the Code of Virginia).
Appendix Q, page 139	References the Request to Impose Civil Penalty form and provides link to form.
<b>Chapter C, “Adult Services Case Management”</b>	
<b>Section, page number</b>	<b>Significant Changes</b>
Entire Manual	Incorporates case management guidance from the Division of Family Services

	generic manual, Chapter B, Intake and Case Management.
Entire chapter	Removes examples of forms and provides links to forms in chapter content.
Appendix A, page 24	Provides a list of forms used during the provision of adult services case management. Provides links to forms.
<b>Chapter D, “Long Term Care Services”</b>	
<b>Section, page number</b>	<b>Significant Changes</b>
Entire chapter	Removes examples of forms and provides links to forms in chapter content.
Entire chapter	Removes references to the Intensive Assisted Living (IAL) waiver. Effective July 1, 2010, DMAS will no longer pay ALF providers \$6 a day for individuals who were still eligible for IAL.
Section 2.7.4, page 5	Clarifies that an individual may receive both Medicaid waiver personal care services and home-based services as long as providers are not duplicating service activities.
Section 4.3.4, page 10	Clarifies that the Compliance Form for Department Approved Providers should be used to monitor providers.
Section 6.10, page 18	Clarifies the appropriate case type for a case, if an LDSS assumes responsibility for the assessment of an individual who resides in an ALF in the jurisdiction of the LDSS.
Appendix A, page 23	Provides list of forms used during the provision of long-term care services. Provides links to forms.
<b>Chapter E, “Adult Services Approved Providers”</b>	
<b>Section, page number</b>	<b>Significant Changes</b>
Entire chapter	Removes examples of forms and provides links to forms in chapter content.
Section 22.4.2, page 21	Clarifies that a letter of denial should be issued to an applicant provider whose application is denied.
Section 23.1, page 21	Clarifies that the Regional Adult Services Specialist shall review a variance and provide technical assistance if needed.
Section 23.2, page 22	Clarifies guidance on approval or denial of a variance.
Section 30.1, page 26	Clarifies procedures for review process.
Appendix A, page 30	Provides list of forms used for adult services providers. Provides links to forms.

Appendix D, page 36	Provides sample denial letter.
Appendix E, page 37	Clarifies the text of the review process in sample letter.
Appendix F, page 38	Clarifies the text of the review process in sample letter.
<b>Chapter F, Confidentiality</b>	
<b>Section, page number</b>	<b>Significant Changes</b>
Appendix A, page 11	Provides list of confidentiality related forms. Provides links to forms.

Questions about this transmittal should be directed to your AS/APS regional consultant.



Martin D. Brown  
Commissioner